



Town of Arlington
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Guidance for Businesses and Employers to reduce the spread of COVID-19

1. Reduce Transmission Among Employees

- Actively encourage sick employees to stay home, especially with symptom such as fever, cough, and shortness of breath
- Identify where and how workers might be exposed to COVID-19 at work
 - Consider employees who may be at high risk for serious illness, including older adults and people with chronic medical conditions
 - Minimize face-to-face contact between employees, especially those at high risk of serious illness and assign work tasks that allow employees to maintain a distance of six feet from other employees or customers
- Separate sick employees
 - Employees who appear to have symptoms such as fever, cough, or shortness of breath should be sent home immediately
 - If an employee is confirmed to have COVID-19, other employees who have been identified as coming into close contact with said employee should follow proper quarantine guidelines and self-monitor for symptoms
- Educate employees about how they can reduce the spread of COVID-19
 - Employees should stay home if they are sick
 - Employees should report if someone in their household is confirmed to have COVID-19
 - Wash hands often with soap and water for at least 20 seconds
 - Use hand sanitizer with at least 60% alcohol if soap and water is not available
 - Avoid touching eyes, nose, and mouth
 - Cover coughs and sneezes
 - Wash hands thoroughly after coughing and sneezing
 - Clean and disinfect frequently touched surfaces in the workplace such as doorknobs, counters, phones, keyboards, etc.
 - Avoid using other employees' work equipment
 - Clean and disinfect other work stations before using them if possible
 - Practice social distancing between employees and/or customers and maintain 6 feet apart when possible

2. Maintain Healthy Business Operations

- Implement flexible sick leave and supportive policies/practices
 - Encourage working from home if possible
 - Maintain flexible policies to allow employees to care for a sick family member or take care of children due to school and childcare closures
- Assess essential functions and the reliance that others and the community have on your services or products
- Consider establishing policies and practices for social distancing
 - Implement flexible worksites (telework, remote work capabilities)
 - Implement flexible work hours (staggered shifts)
 - Increase physical space between employees
 - Increase physical space between employees and customers (partitions)
 - Deliver products through curbside pick-up or delivery
- If person-to-person transactions are required for business, employees should wash hands between each transaction in which contact is made with another person
- If employees wear gloves, hands should be washed and gloves should be changed between each transaction
- Do not encourage the use of face masks for employees who are well

3. Maintain a Healthy Work Environment

- Support respiratory etiquette and hand hygiene for employees and customers
 - Provide tissues and no-touch disposal receptacles
 - Provide fully stocked sinks with water, soap, and paper towels
 - Provide hand sanitizer that is at least 60% alcohol
 - Provide hand sanitizer at multiple locations throughout the workplace
 - Post educational notices about hand hygiene and reducing the spread of illness
 - Discourage handshaking and other person-to-person contact
- Perform routine cleaning and disinfection of the workplace
 - Routinely clean frequently touched surfaces
 - Discourage employees from sharing workspaces when possible
 - Provide disposable wipes so that commonly used surfaces can be cleaned by employees
- Perform enhanced cleaning and disinfection after employees or customers suspected or confirmed to have COVID-19 have been in the business

For questions or concerns regarding the spread of COVID-19 in businesses, please contact the Arlington Health Department at (781) 316-3170.

Adapted from CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>